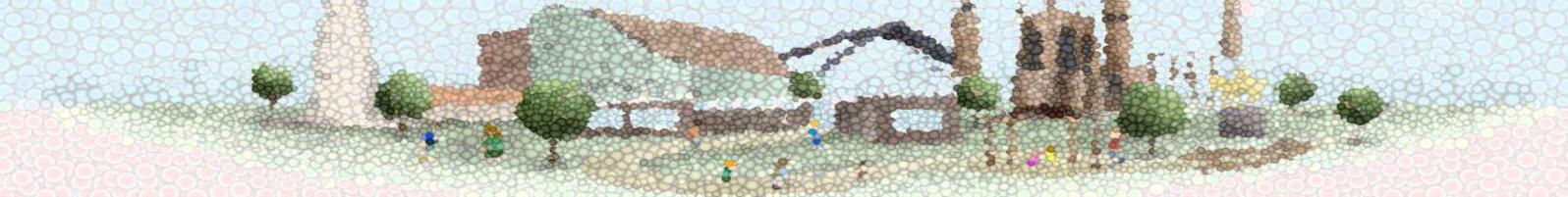


# CODE OF CONDUCT

**ALL SCHOOL STAFF**



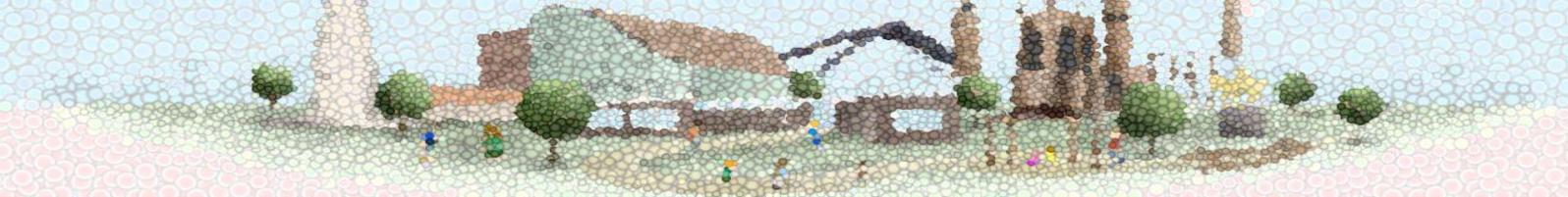


## **1. Introduction**

- 1.1 This code of conduct, as adopted, applies to all those employed in schools.
- 1.2 This code is designed to set out required standards and help employees understand the working relationship between themselves, their managers, colleagues, pupils and members of the public to whom they deliver a service.
- 1.3 Employees must comply with this Code as it forms part of their terms and conditions of employment. The School believe that employees are responsible for their actions. Head Teachers/Governors/Line Managers will ensure that staff are fully briefed on the content and have access to a copy of the Code of Conduct, it is however the responsibility of all employees to read the Code. If any of the provisions contained within the Code of Conduct, related Codes of Practice or Policies are not fully understood, then the employee must, in their own interest, seek clarification from their Line Manager.
- 1.4 If an employee's actions or behaviour fall below the standards set out in this Code, then the School may take formal disciplinary action which may include the full range of disciplinary sanctions. Serious misconduct, criminal offences or other acts committed outside of working hours, which bring the School into disrepute or impact on the employee's ability to carry out their role, may also result in formal disciplinary action being taken, in accordance with the School procedures.

## **2. General Principles**

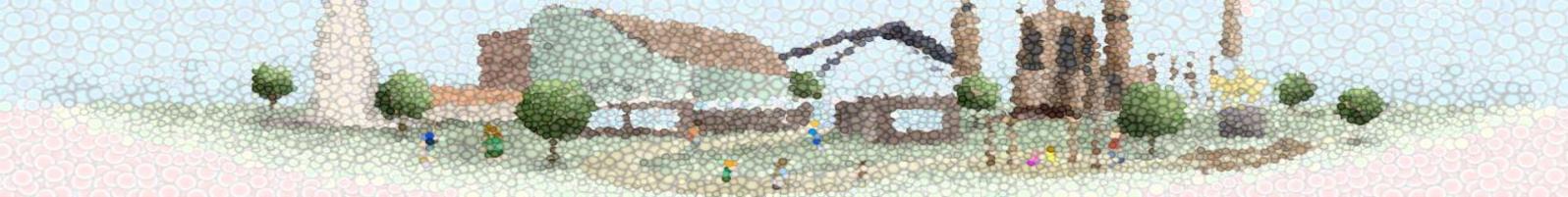
- 2.1 All employees are expected to perform their duties with honesty, integrity, impartiality and objectivity in order to give the highest possible standards of service and avoid any conduct which could compromise them and the School. Therefore, this code sets out required standards as referred to in 1.2 above.
- 2.2 Employees should comply with the rules and procedures set by the School in relation to actions and behaviours.
- 2.3 Employees working with young people are in a position of great trust. Serious breaches of that trust; assault or sexual misconduct or deliberate disregard of policies and procedures meant to safeguard vulnerable service users and other recipients of School services will be regarded as potential gross misconduct.
- 2.4 Employees have a responsibility for ensuring a safe learning environment for children and young people within the school/establishment.



- 2.5 Employees who believe that a colleague is acting in a way which might be harmful to the school or individual pupils, should raise the matter with the Head Teacher/Line Manager/designated person for child protection.
- 2.6 Employees should have regard to the School's Behaviour Management Policy to provide guidance and support in dealing with behaviour issues as they arise.
- 2.7 Employees should not demean or undermine pupils, their parents, carers or colleagues or display any discriminatory behaviour.
- 2.8 Employees should comply with statutory provisions, which support the well-being and development of pupils.
- 2.9 Employees must not enter into a personal relationship with pupils at the school or conduct improper relationships with pupils through, for example mobile phone, e-mail and Internet chat rooms/websites.
- 2.10 Employees should not bring the reputation and standing of the School into disrepute.

### **3. Working Relationships**

- 3.1 All employees have a right to be treated with dignity at work. Staff should always respect their colleagues, the pupils and the reputation of the School.
- 3.2 All employees are expected to follow the School's policies on equality and diversity. All forms of harassment, including racial and sexual harassment, and harassment on the grounds of disability, religion, sexuality, age, gender, political affiliation or membership of a trade union are unacceptable.
- 3.3 All forms of bullying, including threats or verbal aggression towards colleagues is unacceptable and will be dealt with seriously by the School.
- 3.4 If there are work related issues, which cannot be resolved informally with another colleague, the Line Manager should be advised.
- 3.5 Employees should not be involved in decisions relating to any discipline, promotion, performance development review, or pay progression of any employee who is a relative, or with whom they have a close personal relationship. If an employee develops a close personal relationship where a conflict of interest might arise they should notify their Line Manager/HR Provider.



- 3.6 Employees should maintain an effective and professional working relationship with their colleagues and Line Manager.
- 3.7 Employees should participate in initiatives designed to improve the efficiency and effectiveness of service delivery.
- 3.8 School/Statutory policies, procedures and codes of practice should be followed at all times.
- 3.9 An employee should never conceal a matter that should be reported, or damage, alter or falsify any document, form or record.
- 3.10 It is the responsibility of the employee that if their personal circumstances change, i.e. change of address or home telephone number, they should inform a member of the school's/service's Administrative team/their Line Manager and make the relevant changes via Resource Link or inform Employment Services if necessary.

#### **4. Dress and Personal Appearance**

A person's dress and appearance are matters of personal choice and self-expression. However, employees and volunteers should dress in ways that are appropriate to their role and those may need to be different to how they dress when not at work. At Sherbourne Fields, we expect all staff to dress smart/casual and **do not** accept ripped jeans or football shirts / football shorts as appropriate. Tops should be non-revealing nor should clothing contain contentious slogans.

Employees and volunteers should take care to ensure they are dressed appropriately for the tasks and the work they undertake.

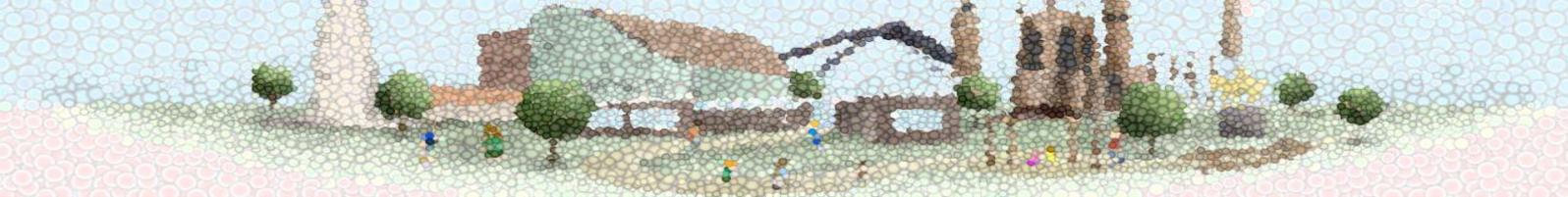
Those who dress in a manner, which could be considered as inappropriate, could render themselves vulnerable. ***If your clothing is deemed unsuitable, you will be asked to change into more appropriate clothing.***

Footwear needs to be sensible and suitable for work activities and the working environment. It is recommended that you wear flat, closed toe shoes to avoid any accidents – ***if you choose to wear open toed shoes, heels/wedges or sandals then this is at your own risk.***

***Flip flops are not deemed as appropriate shoes to wear at Sherbourne Fields School for your own safety.***

**This means that employees and volunteers should wear clothing which:**

- is appropriate to their role
- is not likely to be viewed as offensive or revealing



- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is culturally sensitive

Employees who have tattoos must ensure that tattoos with inappropriate wording and pictures are covered with clothing at all times. Employees are expected to cover any tattoos if asked to do so by the Head Teacher.

## **5. Working with Children and Young People**

### **5.1 Infatuations**

Occasionally, a child or young person may develop an infatuation with an adult who works with them. When this does occur, words or actions may be misinterpreted. An employee, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with their Line Manager so appropriate action can be taken to avoid any hurt, distress or embarrassment.

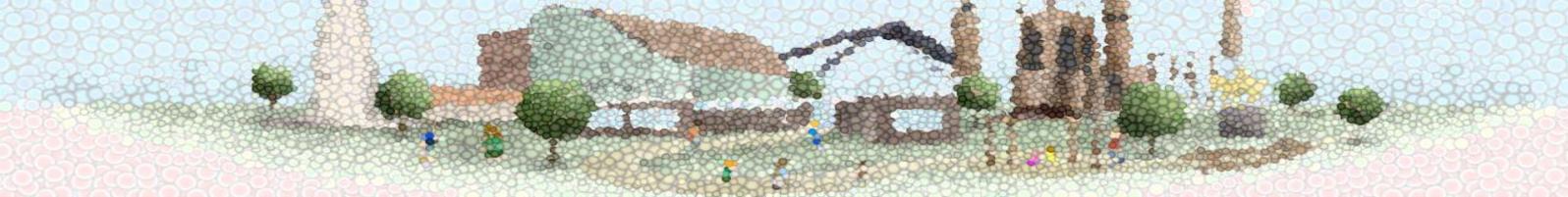
### **5.2 Private use of Social Networking, Personal Websites and Blogs by Staff and Volunteers while on School Premises or on Official Duty**

School employees and volunteers must not access social networking websites for personal use (i.e. non-job related use) during work time.

Access to some journals, blogs and social networking sites are permitted during work time for the purposes of undertaking job related duties only. School employees must act in the best interests of the school and not disclose personal data or information about any individual including pupils, members of staff, pupils, parents and professionals from external organisations. This includes images. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made about the school, pupils, staff, parents or professionals from external organisations.

Employees who wish to set up personal web forums, weblogs or 'blogs' must do so outside of work and not use school equipment for the purpose.

The school respects employees' and volunteers' rights to a private life. However, it must also ensure that confidentiality and its reputation are protected. Employees using social networking websites, web forums, weblogs or 'blogs' in their private life;



- must refrain from identifying themselves as working for the school in a way which has, or may have, the effect of bringing the school into disrepute.
- must not identify other school employees, children or young people.
- must not make any defamatory remarks about the school, pupils/students, staff or volunteers, parents/carers, associated professionals or contractors or conduct themselves in way that is detrimental to the school.
- must not allow pupils/students or their parents/carers to access their personal social networking accounts and where they are contacted by a pupil or parent/carer, bring it to the attention of the Head teacher.
- must not disclose personal data or information about the school, pupils, staff or volunteers, parents/carers, associated professionals or contractors that could breach the Data Protection Act 1998, for example, posting photographs or images of pupils/students or colleagues.

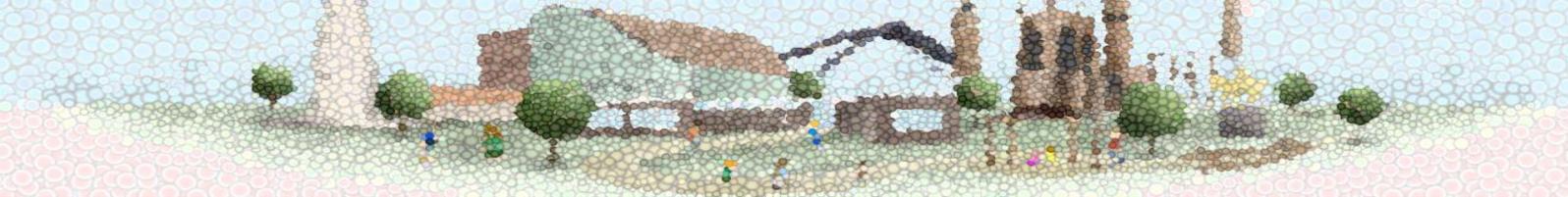
### 5.3 **Social Contacts**

Members of staff and volunteers should not establish or seek to establish social contact with pupils/students or their families for the purpose of securing a friendship or to pursue or strengthen a relationship.

There will be situations and occasions when there are social contacts between pupils/students and/or their parents/carers and staff, such as when a parent and teacher are part of the same family/personal network or social/recreational circle. Those circumstances will usually be easily recognised, openly acknowledged and should be explicitly declared in writing by staff/volunteers to the Head teacher. Care should always be taken to maintain appropriate personal and professional boundaries.

Staff and volunteers should be aware that social contact in certain situations can be misconstrued as grooming. This means that staff and volunteers should:

- have no secret social contact with children and young people or their parents
- always approve any planned social contact with children or parents with senior colleagues / Head Teacher
- advise senior management of any social contact they have with a child or a parent with whom they work, which may give rise to concern
- report and record any situation, which may place a child at risk or which may compromise the organisation or their own professional standing



- be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with their line manager / Head Teacher. (See section 10)
- understand that some communications may be called into question and need to be justified.

### 5.3i **Low-Level Concerns**

A low-level concern is any concern that an adult has acted in a way that: 1) is inconsistent with the code of conduct, including inappropriate conduct outside of work and 2) doesn't meet the threshold of harm (set out in Keeping Children Safe in Education 2022 paragraph 355) or is not considered serious enough for the school to refer to the Local Authority Designated Officer (LADO).

Such low-level concerns should be dealt with in accordance with the school's Low-Level Concern Policy.

### 5.4 **Physical Contact**

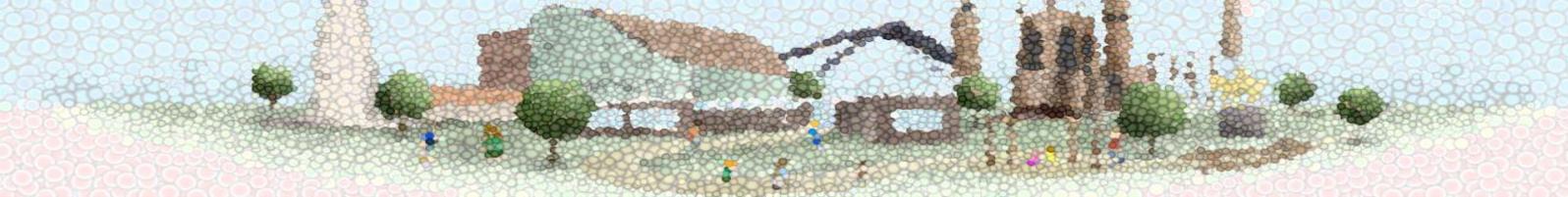
There are occasions when it is entirely appropriate for employees to have some physical contact with the child or young person with whom they are working, for example those who teach PE, Games, Drama or who offer music tuition. However, it is crucial that in all circumstances, employees should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

In all circumstances where a child or young person initiates inappropriate physical contact, employees should sensitively deter the child and help them understand the importance of personal boundaries and must always report such circumstances to their Line Manager.

### 5.5 **Sexual Contact**

It is an offence for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. The sexual activity referred to does not just involve physical contact it may also include non-contact activities.



Any sexual activity between an employee and a child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.

## 5.6 **Children and Young People in Distress**

There may be some occasions when staff or volunteers consider that a distressed child needing comfort and reassurance requires physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from a parent etc. Staff and volunteers should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

It is important to reiterate that not all children and young people feel comfortable about physical contact and staff and volunteers should not make the assumption that it is acceptable practice to use touch as a means of providing comfort and reassurance. Permission should be sought from a pupil/student before physical contact is made.

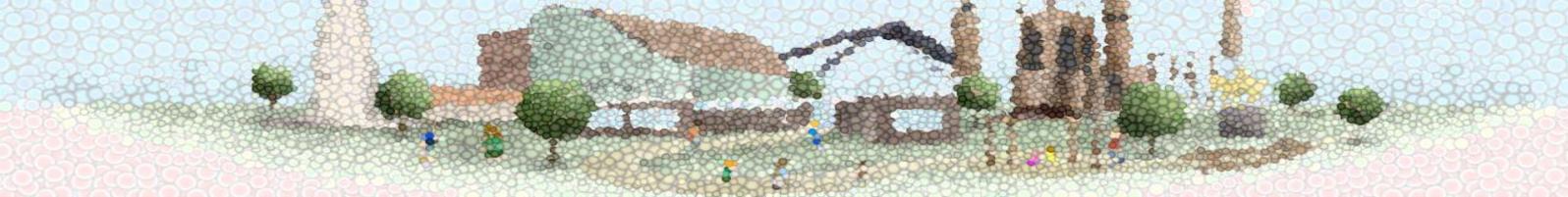
It is important that staff and volunteers take particular care when working with a pupil on a one-to-one basis.

Where a member of staff or volunteer has a particular concern about the need to provide comfort or reassurance that includes physical contact, or is concerned that an action may be misinterpreted, this should be reported and discussed with a senior manager, who will make a judgement about when and how to inform parents/carers.

## 5.7 **Intimate Care**

Some job responsibilities necessitate intimate physical contact with pupils/students on a regular basis, for example assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and/or be part of a formally agreed and written plan (SIF), which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed plan. The emotional responses of any child to intimate care should be carefully and sensitively observed and, where necessary, any concerns passed to senior managers and/or parents/carers.

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.



The views of the child should be actively sought, wherever possible, when drawing up and reviewing formal arrangements. As with all individual arrangements for intimate care needs, agreements between the child, parents/carers and the school must be negotiated and recorded.

This means that staff and volunteers should:

- adhere to the school's intimate care guidelines or code of practice
- make other staff aware of the task being undertaken
- explain to the pupil/student what is happening
- consult with senior managers and parents/carers where any variation from the agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with parents
- ensure that any changes to the agreed care plan are discussed, agreed and recorded with senior managers, parents/carers and, where possible, the pupil/student

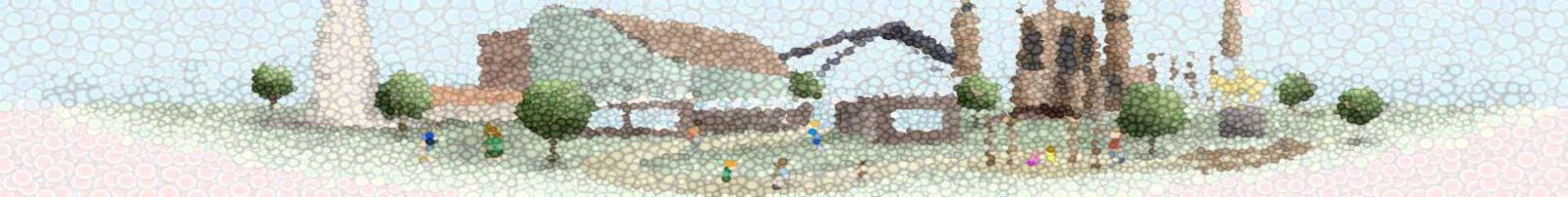
## 5.8 **Personal Care**

Children and young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard children and young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the pupils/students concerned and sensitive to the potential for embarrassment.

Staff and volunteers need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils/students with whom they work.

When supervising children or young people who are in the course of dressing or undressing as part of curriculum activities such as sport, swimming, dance or drama; or while engaged in a residential visit, staff and volunteers need to seek a balance between safeguarding pupils, for instance by ensuring that bullying does not take place, while respecting pupils' entitlement to privacy when changing and in a state of undress.

This means that adults should not:

- 
- change in the same place as children
  - shower or bathe with children
  - assist with any personal care task which a child or young person can undertake by themselves

## 5.9 **One to One Situations**

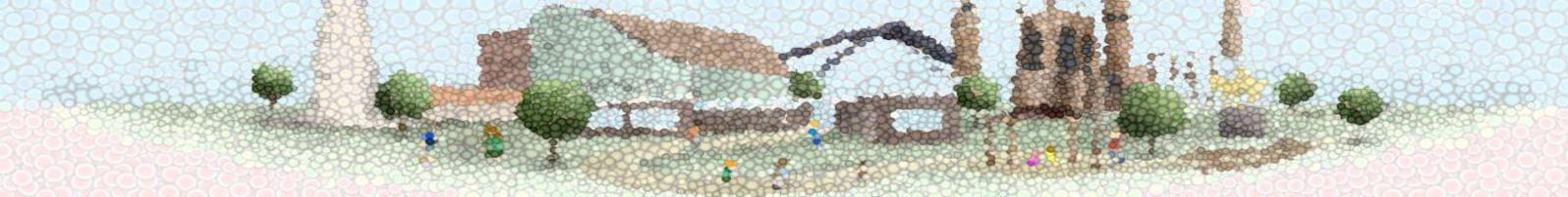
The school and all those who work within it have a responsibility to prepare for and make appropriate arrangements for situations in which staff or volunteers might find themselves working with pupils on a one to one basis.

It is not realistic to state that one to one situations should never take place. However, it is appropriate to state that where there is a need, which has been agreed with a senior manager and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place. Wherever possible there should be a fully recorded discussion between the member of staff and their manager as to the reasons for this, a risk assessment should be completed and safety arrangements for the child and adult agreed. Staff and volunteers should maintain an awareness of any areas of the school which may place themselves or pupils/students in vulnerable situations.

One to one situations have the potential to make a child/young person more vulnerable to harm by those who seek to exploit their position of trust. Staff or volunteers working on a one to one basis with pupils/students may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken. These might include, for example, staff and volunteers working on a one to one basis in visible areas; in rooms with doors left open; in alcoves/corridors which afford some quiet and privacy but facilitate other adults passing by periodically; and ensuring that all rooms and areas in which one to one work might take place have observation windows. Every attempt should be made to ensure the safety and security of pupils/students and the staff and volunteers who work with them.

There are occasions when managers will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the pupil/student and the individual member of staff or volunteer and any arrangements should be reviewed on a regular basis.

Pre-arranged meetings with pupils away from the school premises should not be permitted unless approval is obtained from their



parents/carers and the Head teacher/Principal or other senior colleague with delegated authority.

This means that staff and volunteers should:

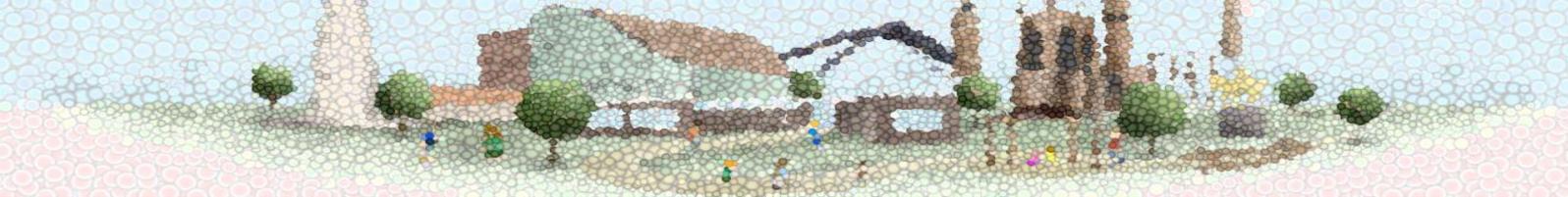
- ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed
- avoid meetings with a child or young person in remote, secluded areas
- always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry to a senior colleague
- carefully consider the needs and circumstances of the pupil/student when in one to one situations

## **6. Working and Contact with the Media**

- 6.1 Employees should refer requests for this type of 'information' to their Line Manager in the first instance.
- 6.2 Employees who write or give interviews must ensure that they make it clear that they are not representing the School's view and do not bring the School into disrepute.
- 6.3 They should not publicise material which is confidential or against the School's/any employee's interest.

## **7. Working with Councillors and Political Neutrality**

- 7.1 Employees should never directly or indirectly seek the support of any Councillor when they are making an application for further employment within the Local Authority.
- 7.2 Employees must not use members to bypass formal Local Authority procedures in any way.
- 7.3 If an employee develops a close personal relationship where a conflict of interest might arise they should notify their Line Manager.
- 7.4 Employees must not allow their personal or political opinions to interfere with their work. Certain posts are 'politically restricted' and subject to



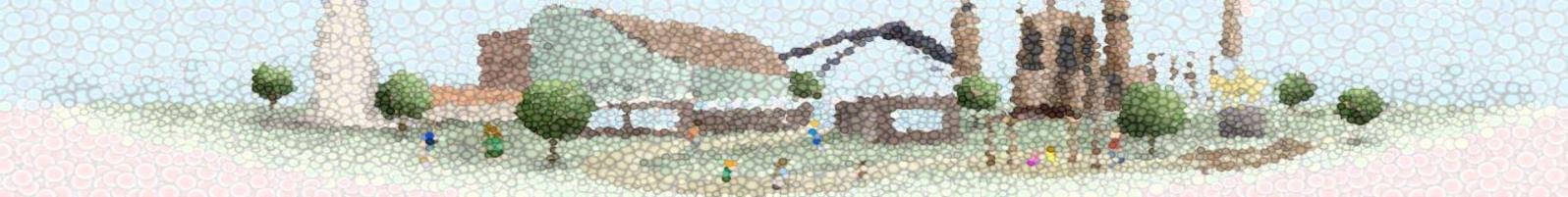
statutory requirements. Teachers, Head Teachers and Lecturers are exempt from political restrictions under s2 (10) LGHA, and will not be regarded as holding a politically restricted post whatever their role or remuneration level.

## **8. Working and the Law**

- 8.1 Employees have a duty at all times to uphold the law.
- 8.2 Teaching is a notifiable occupation, which means that the police report any conviction or caution given to a teacher to the Department for Education (DFE). Offences involving a risk of harm to children or to vulnerable adults are considered by the Disclosure and Barring Service (DBS) All other convictions and cautions are passed to The Teaching Agency which has a role in determining if a caution or criminal offence is relevant to a teacher's registration.
- 8.3 An employee should inform their Line Manager if they are charged with any offence, including driving offences and if they receive any criminal conviction. The Line Manager will then consider if any follow up action is necessary and decide if the matter should be referred and considered at a disciplinary hearing. Some offences would be classed as serious and would fall under the definition of gross misconduct.
- 8.4 Employees must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment. They must not alter, falsify or add to; scripts for SAT's, and should not provide unauthorised photocopies of forthcoming examination papers to students.

## **9. Working Safely**

- 9.1 It is the duty of all employees to take reasonable care of their health and safety and that of others who are affected by what they do or do not do. They should also ensure that they keep up to date with health and safety guidance as provided by the employer.
  - 9.1.2 Employees working in one to one situations with children and young people may be more vulnerable to allegations. They should therefore assess the need to have another adult present, and consider the location and facilities to ensure their own security and safety and that of the child/young person.
  - 9.1.3 An employee should use any safety clothing and equipment provided by the employer that is needed in their role and ensure that the equipment is not misused, neglected or damaged.



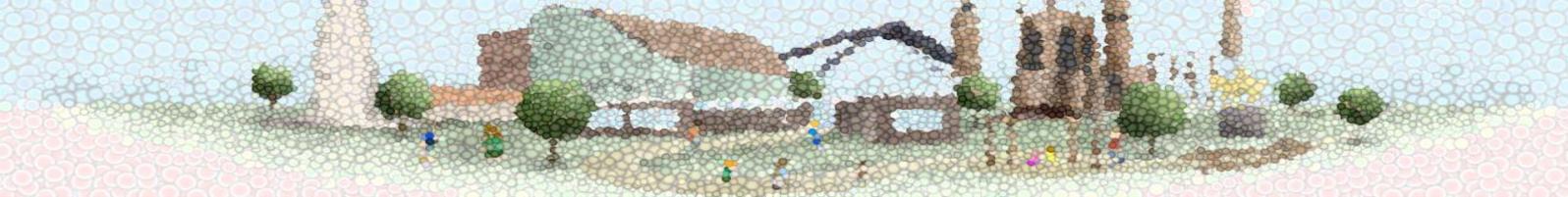
- 9.1.4 An employee must report any accident or “near misses” they have at work as soon as possible and accurately complete an accident report form, this includes verbal and physical assaults.
- 9.1.5 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their health and safety. (Also refer to 'Policy & Guidance on Educational Visits' available within the School).
- 9.1.6 Alcohol should not be consumed during the working day unless agreed beforehand by the appropriate Line Manager for a specific occasion. Employees should make sure that if they do drink alcohol at any time when they are off duty, it does not affect their ability to carry out their work or in any way damage the reputation of the School.
- 9.1.7 Employees should not take any non-medical substance, such as drugs, that may affect their performance at work. Prescribed drugs may be taken but if a GP gives an employee any medication that may have a negative effect on their performance, they should tell their Line Manager in confidence. The use of illegal substances may not only result in formal action, including the possibility of summary dismissal, but may also be reported to the police.
- 9.1.8 The Local Authority operates a No Smoking Policy. This applies to all Local Authority premises and those where Council services are provided. It also applies when transporting service users in Local Authority or private vehicles and to visits to service users in their own homes or other establishments.

## 9.2 **Home Visits**

All work with pupils and parents should, wherever possible, be undertaken in the school or other recognised workplace, However, there are occasions when it is necessary to make one-off or regular home visits in response to urgent or specific situations.

In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard pupils/students and members of staff who work with them.

A risk assessment should include an evaluation of any known factors regarding the pupil/student, parents/carers and others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make staff more vulnerable to allegations being made against them. Specific consideration should be given to visits outside of 'school hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed. Where little or no information is available, visits should not be made alone.



Where a programme of work is to be undertaken in the pupil/student's home, an appropriate work space should be provided and a written work plan/contract should be agreed with the pupil/student and parent/carer. This should include: clear objectives; content; timing; duration of sessions; ground rules; child protection and confidentiality statements. The plan should take into account the preferences of both the pupil/student and parent/carer. There should also be an agreement that the parent/carer or other suitable adult will remain in the home throughout the session.

Under no circumstances should a member of staff or volunteer visit a pupil/student in their home outside agreed work arrangements or invite a pupil/student to their own home or that of a family member, colleague or friend. Discussions must be had with the Head Teacher if a visit becomes essential.

### 9.3 **Transporting Children and Young People**

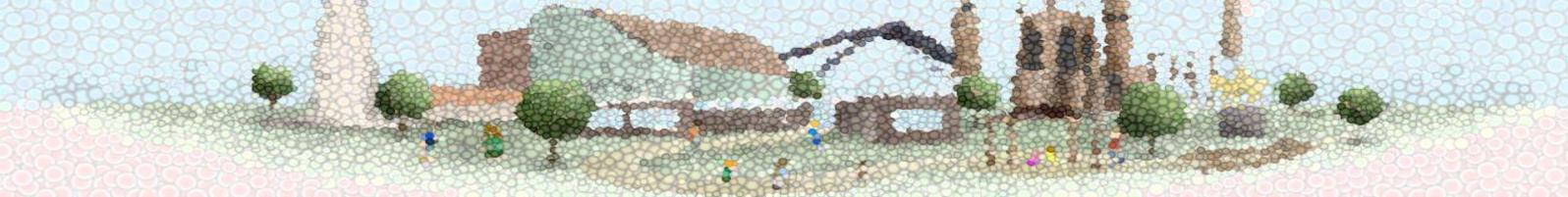
There will be occasions when staff or volunteers are expected or asked to transport children as part of their duties, e.g. out of school activities. Staff and volunteers who are expected to use their own vehicles for transporting pupils/students should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member who is driving the vehicle to ensure that this requirement is met. Staff and volunteers should also be aware of current legislation and adhere to the use of appropriately fitted car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance, e.g. PCV or LGV, staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for members of staff and volunteers to offer lifts to pupils/students outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the pupil/student's parents/carers.



There may be occasions when a pupil/student requires transport in an emergency situation or where not to give a lift may place a pupil/student at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

#### 9.4 **Educational Visits, Trips, Outings and After-School Activities**

Staff and volunteers should take particular care when supervising pupils/students on trips and outings, where the setting is less formal than the usual workplace. Staff and volunteers remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils/students, staff, volunteers and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/pupil/student ratios and to the gender mix of staff especially on overnight stays.

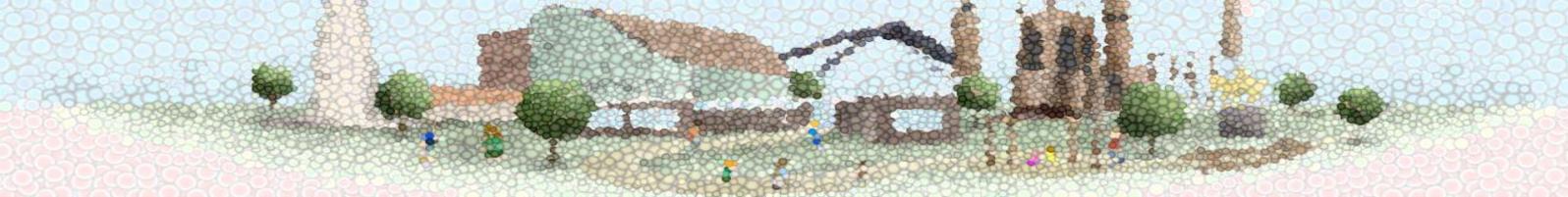
Trip Leaders must complete their Evolve (Risk Assessment) prior to the trip going ahead. The Evolve form must be sent to a member of SLT for authorisation. SLT will review the Evolve form and if needed will send it back to the Trip Leader for further details before authorising.

#### 9.5 **Photography / Videos / Phones**

It may be necessary and appropriate for staff and volunteers as part of their duties to take or record images of pupils/students as part of curriculum delivery and/or to record pupils/students' achievements. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the pupil/student, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media,

**This means that staff and volunteers should:**



- be clear about the purpose of the activity and about what will happen to the images when the activity is concluded
  - be able to justify images of children in their possession
- avoid making images in one to one situations or which show a single child with no surrounding context ensure that requisite consent to record images of a pupil/student from a parent/carer or the or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.
- only school ICT equipment to be used NOT personal devices

Staff and volunteers need to remain sensitive to any pupils/students who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.

### **The possession and use of mobile phones/smart watches by staff**

Staff are able to bring mobile phones/smart watches to school.

However under no circumstances can phones be on show or used during the working day. It is recognised that a smart watch may be visible on a member of staff's wrist, but they must be on silent mode and not used during the working day; personal use of mobile phones/smart watches can **only** occur during designated break times. (In the staffroom/Lunchtime designated Area)

Staff will seek permission from the headteacher if a call needs to be made/received during the working day on a personal mobile/smart watch; this should be for **exceptional** reasons only.

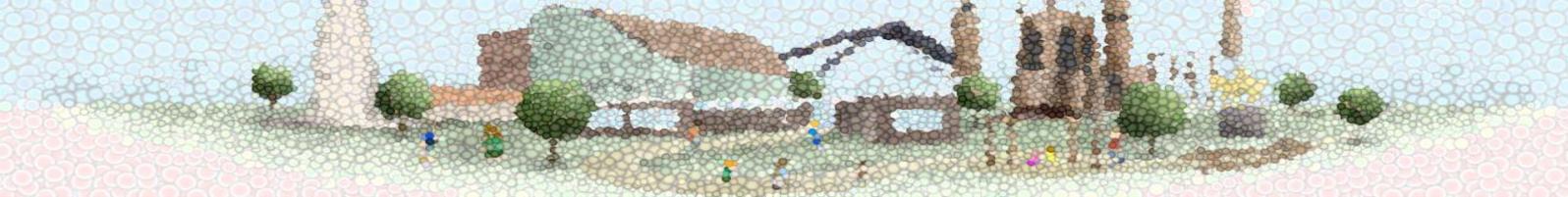
Mobile phones/smart watches are **not** to be used by staff to take photographs of pupils.

### **The school will accept no liability or responsibility whatsoever for any mobile phone/smart watches brought on to the school premises by pupils, staff and parents/carers at any time.**

- See Sherbourne Fields "Use of ICT Policy"

Staff and volunteers should refer to the school's policy in respect of the publication of images of pupils/students on the school website, school social networking sites and other media outlets before publishing or agreeing to the publication of any images of pupils/students taken in school.

- ensure that the pupil/student understands why the images are being taken, has agreed to the activity and that they are appropriately dressed.



- only use equipment provided or authorised by the school to take, record and store images of pupils/students
- report any concerns about any inappropriate or intrusive photographs found

## 9.6 **Access to Inappropriate Images and Internet Usage**

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

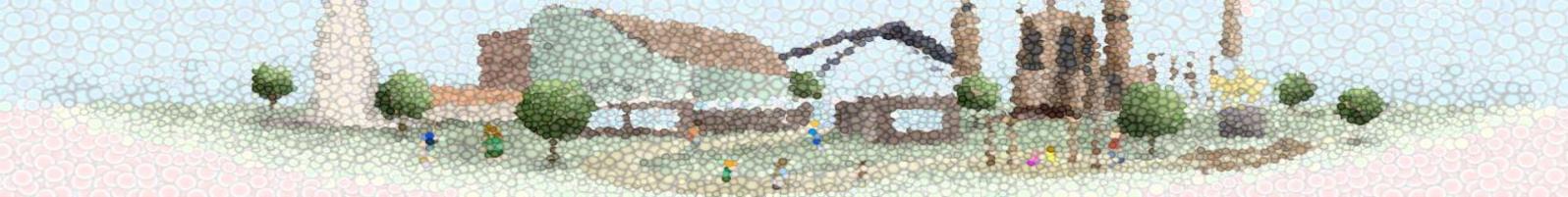
Staff and volunteers should not use equipment belonging to the school to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Staff and volunteers should ensure that pupils/students are not exposed to any inappropriate images or web links. The school and staff and volunteers working directly with pupils/students need to ensure that internet equipment used by pupils/students have the appropriate filters and restrictions to minimise the likelihood of access to inappropriate material. Staff and volunteers should ensure that their personal passwords are kept confidential and should educate pupils/students to do the same.

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

## 9.7 **Use of alcohol and illegal drugs**

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs. If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action (disciplinary/capability procedures), having considered factors such as



the school or Local Authority's reputation and public confidence in the school and the employee.

## 9.8 **Child on Child Abuse / Bullying**

At Sherbourne Fields we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's behaviour policy.

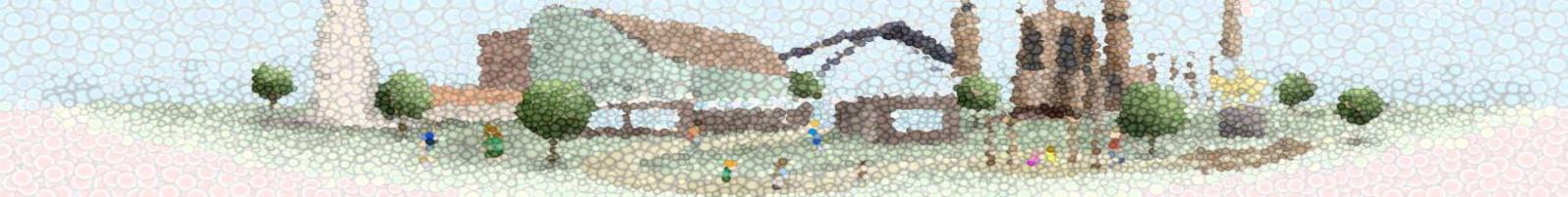
### Prevention

As a school we will minimise the risk of allegations against other pupils by:-

- Providing a developmentally appropriate SMSC syllabus (JIGSAW) which develops students understanding of acceptable behaviour and keeping themselves safe
- Having systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued
- Delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk
- Developing robust risk assessments & providing targeted work for pupils identified as being a potential risk to other pupils

## 10. **Gifts**

- 10.1 An employee's actions must not be influenced by offers of gifts or hospitality and must not give the impression to another member of staff, parent, pupil or service user that they are influenced in this way.
- 10.2 Employees should only accept gifts of a modest and token value (i.e. less than £10).
- 10.3 Employees should not accept a gift of hospitality from anyone who is, or may be in the foreseeable future, tendering for any contract with the School or may be seeking employment with the School. Employees should decline any offer of hospitality if they think the giver has an ulterior motive.
- 10.4 If employees accept any bribes from an individual (e.g. parent) that provides the School with goods or services, they may be guilty of corruption. Employees should **inform** their Head Teacher/Line Manager if anyone tries to bribe them or if there is evidence of improper behaviour by others.



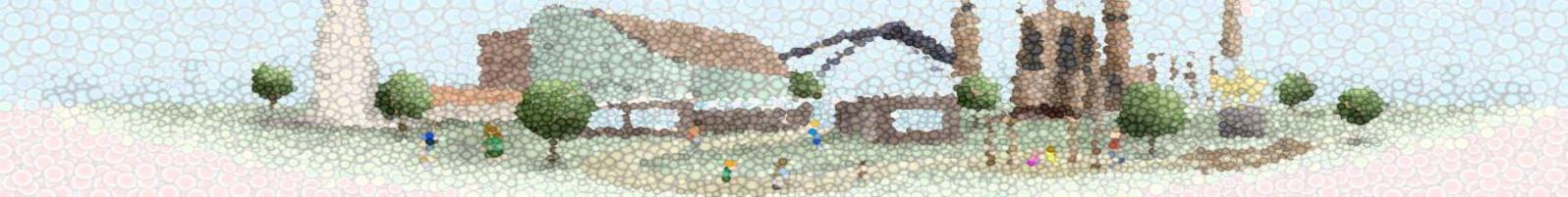
- 10.5 The giving of gifts or rewards to children or young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. The giving of a personal gift for a specific reason is only acceptable practice where, in line with the agreed policy, the employee has first discussed this with their Line Manager.
- 10.6 Employees should be cautious when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

## **11. Working with Integrity**

- 11.1 If a school wishes to sponsor an event or service, no employee, relative or friend should benefit from such sponsorship in a direct way without there being full disclosure to, and prior approval by the Head Teacher/Line Manager.
- 11.2 Employees are required to declare to the Line Manager, any pecuniary interests which could conflict with the School's interests, including any Directorships or equivalent position, which they may hold.
- 11.3 Deliberately giving false information on claims such as mileage, travel/subsistence allowances, self-certification forms or attendance records will be deemed as fraud. All documents/forms/records should be completed honestly.
- 11.4 Activities/private interests/outside employment, which employees may participate in when they are not at work, must not bring the School into disrepute. Employees should not put themselves in a position which could result in public confidence in the School being weakened.

## **12. Working with Money and Property**

- 12.1 Employees should ensure that they use school funds entrusted to them in a responsible and lawful manner.
- 12.2 Financial and Accounting procedures within the School should be followed at all times.
- 12.3 The School's property such as stationery, photocopiers etc. may be used for School business only, unless permission has been given for



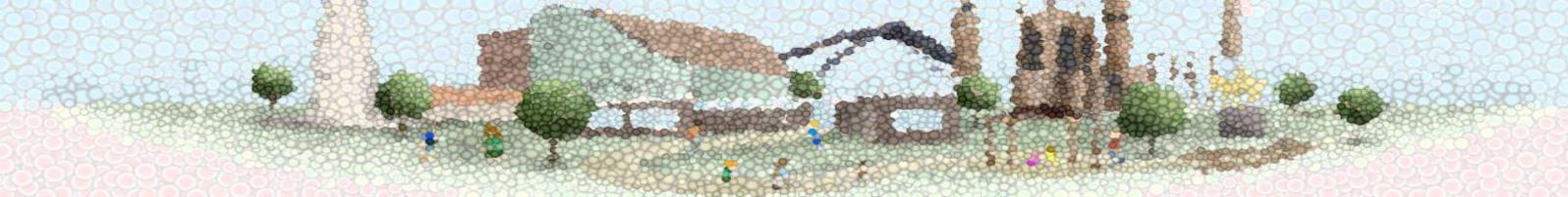
other use. Facilities such as telephones, mobile phones, Internet, e-mail and other ICT facilities can only be used in accordance with the School/Council policy e.g. use of facilities by recognised trade unions and/or with the permission of the Line Manager.

- 12.4 Employees should follow School's policy and procedures on computer virus protection. A virus, which is maliciously hidden in a programme, can corrupt and damage computer files and discs. Employees need to be made aware that if they knowingly introduce a computer virus, this is not just a contravention of expected behaviour within their employment, they are breaking the law.
- 12.5 Employees should ensure that they follow the schools security procedures in relation to the use of computers and the proper management of computer held information. Particular care must be taken to observe established procedures when using passwords and logging on and off. Employees should never share a password or similar security device that may lead to unauthorised access to the Schools systems or property.
- 12.6 Employees should gain proper prior approval from the owner of the copyright before copying computer programmes (software) and other literature for personal use as it is an offence (Copyright, Designs and Patents Act 1988).
- 12.7 Employees should return any property or equipment which they have been allowed to borrow by the school as soon as they leave their job or when requested by their Line Manager.

### **13. Recruitment and Selection and Other Employment Matters**

- 13.1 If employees are involved in recruitment and selection they are expected to ensure that all appointments are made strictly on the basis of merit in accordance with the School's recruitment and selection process. Employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him/her.
- 13.2 Any reference provided by a Line Manager in relation to another employee on behalf of the School, whether it is written or verbal, should be factual and give an honest representation of the experience, skills, abilities and/or other qualities of that employee.
- 13.3 Employees must not misuse or misrepresent their professional position, qualifications or experience, nor should they falsify a reference.

### **14. Outside Commitments and Private Work**



- 14.1 Employees should notify their Line Manager before taking up any outside employment. The Line Manager should assess if the nature of the work might be seen to conflict with the interests of the School and advise accordingly.

\*Staff who undertake PA work for a pupil at Sherbourne Fields School should register this with Shivaun Duffy Moriarty (Head Teacher / DSL)

- 14.2 Any secondary employment cannot be carried out by employees during the time the school employs them (i.e. when they should be in attendance at the school/undertaking work for the school under their contract of employment for those specific hours), which includes periods of sickness absence.

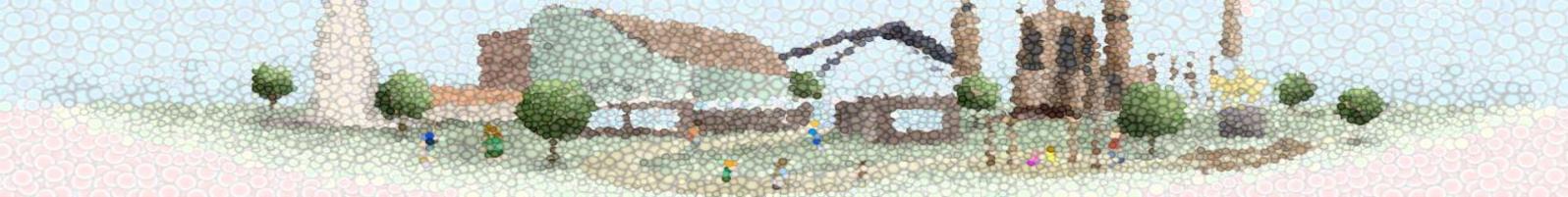
- 14.3 Employees should follow the appropriate guidance as referred to in Para 12.6 on the ownership of intellectual property or copyright created during their employment.

## **15. Disclosure of Information and Confidentiality**

- 15.1 Employees may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so. They should gain the permission of the Line Manager before disclosing this information to any unauthorised party, in order to protect the employee from any accusations of inappropriate use.
- 15.2 Information held by the School in relation to staff and pupils may be subject to the provision of the Data Protection Act. Employees should never put themselves in the position where the disclosure of information puts themselves, a colleague, a pupil or the reputation of the school/service at risk.
- 15.3 Employees should respect the confidentiality of School/Service meetings and the contents of any confidential School/Service documents.

## **16. Being a Member of an Organisation**

- 16.1 Employees should ensure that their membership or involvement with any external organisation does not lead to an actual or perceived (maybe because of its nature and maybe because it is in the 'public domain') conflict of interest with their position as an employee of the school, or conflict with the school's policies/objectives or damage to the school's



reputation. It is important to avoid any perception that advice, guidance, or decisions for which they are responsible could be influenced by their membership of a particular organisation. This does not apply to membership of a trade union.

## **17. Whistleblowing**

17.1 Under the Whistleblowing policy and procedure, if an employee believes that there has been any fraud, irregularity, improper behaviour towards a pupil, corruption or the law has been broken, they should report such incidents under this policy.

17.2 The Whistleblowing policy is intended to encourage and enable employees to raise concerns safely and without fear of retribution within the School rather than overlooking a problem. The School will not tolerate harassment or victimisation and will take action to protect any employee when they have raised a concern in good faith. Similarly no employee must treat another employee less favourably on the grounds that that employee has, intends, or is suspected of doing anything under the Whistleblowing procedures.

## **18. Review**

This code of conduct will be kept under review in the light of recommendations and guidance issued nationally in relation to standards of conduct in public life and revised as necessary.

Signed:

Jayne Garner – Chair of Governors

Shivaun Duffy Moriarty – Head Teacher

**September 2023**

Date for review: **September 2024**